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United States Department of State

**EXCISE**



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Washington, D.C. 20520

February 15, 1994

OFFICE OF THE  
SECRETARY OF DEFENSE

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FOIA Exemptions  
PA Exemptions

MEMORANDUM TO:

The Secretary

P - Mr. Tarnoff  
S - Mrs. Spero  
T - Dr. Davis  
M - Mr. Moose  
C - Mr. Wirth  
A - Mr. Kennedy  
AF - Mr. Moose  
AA - Mr. Watson  
CA - Ms. Ryan  
DS - Mr. Quainton  
EAP - Mr. Lord  
EB - Mr. Tarullo  
EUR - Mr. Oxman  
H - Ms. Sherman  
HA - Mr. Shattuck  
INM - Mr. Gelbard  
INR - Ms. Gati  
IO - Mr. Bennet  
L - Mr. Harper  
NEA - Mr. Parris, Acting  
OES - Ms. Constable  
PA - Mr. Donilon  
PM - Mr. Gallucci  
RP - Mr. Zimmermann  
SA - Ms. Raphael  
S/P - Mr. Binnendijk, Acting  
SMEC - Mr. Ross  
S/RPP - Mr. Johnstone  
S/NIS - Mr. Talbott  
USUM - Ambassador Albright  
CIA -  
AID - Mr. Williams  
Commerce - Mr. Das  
DOD - COL McAleer, USMC  
JCS - COL Patrick, USA  
ACDA - Ms. Starr  
USDA - Ms. Finnerty  
USTR - Mr. Montgomery  
USIA - Ms. Connell

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SUBJECT:

The Secretary's Travel to Honolulu, Canberra and  
Beijing, March 4-14, 1994

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647-6600

DEPUTY COORDINATOR: Ford Hart, EAP/CH, Rm. 4318, 647-9141

Richard Williams, EAP/AMZ, Room 4209,  
647-9690

S/S-S ACTION OFFICER: Mike Fitzpatrick, Rm. 7241, 647-7817  
(2/15-22: Gene Tadie, Rm. 7241,  
647-9936)

This memorandum assigns responsibilities for the preparation of briefing materials for the Secretary's travel to Honolulu, Canberra, and Beijing. This is in addition to materials already tasked for the Secretary's travel to Canberra for the AUSMIN talks. Note that requests for briefing memoranda should not be construed as a decision to hold a particular meeting. Additional papers for other meetings and activities will be tasked later. Those with suggested additions or changes to this tasker should contact the S/S-S Action Officer immediately.

Deadlines: All papers (original plus two copies) are due to the EAP Deputy Coordinators and to S/S-S as specified below. Drafting and clearing information should appear on a separate page. EAP drafters should use the GEN library to create documents. The EAP Deputy Coordinators and EAP staff assistants should ensure that these materials are properly formatted and spell-checked.

I. BRIEFING MATERIALS FOR THE SECRETARY: The following briefing materials should be prepared for use as follows:

A. Scope Papers: EAP should prepare a scope paper for the Secretary's use in Beijing, presenting the setting, objectives and strategy in the context of recent political and economic developments. The paper should be in standard scope paper format and not exceed three pages in length. It should be cleared by P, T, C, E, S/P and others as needed. It is due to the EAP Deputy Coordinators by COB Friday, February 18 and to S/S-S by COB Tuesday, February 22.

B. Briefing Memos: EAP should prepare the following Briefing Memos for the Secretary's use following the standard format for such papers. Photo op statements are not necessary unless and until they are specifically tasked. These memos should be cleared as indicated below. These Briefing Memos are due to the EAP Deputy Coordinators by COB Wednesday, February 23 and to S/S-S by COB Friday, February 25.

Honolulu: (a) Meeting with Admiral Larsen, CINCPAC

Clear: DoD, P, T, PM

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(b) Briefing at JTF-FA/CLEMI

Clear: DMB, PM

Casbarra: (c) Meeting with Australian PM

Clear: P, E, T

(b) Meeting with Australian Opposition Leader Dawson

Clear: P, E

(c) Breakfast with U.S. Business Leaders (includes remarks)

Clear: P, E, EB, PA/S

Beijing: (a) Meeting with Chinese President

Clear: P, T, E, C, PM, EB, HA

(b) Meeting with Chinese PM

Clear: P, T, E, C, PM, EB, HA

(c) Meeting with Chinese FM

Clear: P, T, E, C, PM, EB, HA

(d) Meeting with American Business Representatives (including remarks)

Clear: E, EB, PA/S

(e) Meeting with King Sihanouk

Clear: P, C, AID, IO

C. Background Papers: Bureaus as indicated should prepare Background Papers for each item listed. Background papers may not exceed ONE PAGE in length and should be prepared in narrative style in block paragraphs. All Background Papers should be cleared at a minimum with EAP and as noted below. They are due to the EAP Deputy Coordinators at COB Friday, February 18 and to S/S-S by COB Tuesday, February 22.

TOPIC

DRAFT

CLEAR

(Beijing)

EAP

C, E, H, HA

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III	EAP	C, HA
IV.	EAP	E, EB
V.	EAP	E, EB
VI.	PM	T, EB
VII	PM	P, T
VIII	PM	T, ACDA
IX.	PM	P, T
X.	INN	C, CA, L
XI.	EAP	P, H, PM
XII	EAP	P, T, PM
XIII	EAP	EUR, P
XIV	EAP	T, PM
XV	EAP	P, HA, PM, EB
XVI	EAP	M

D. Fact Sheets: Bureaus should prepare the following unclassified ONE-PAGE fact sheets. They should be written in such a way that they could be provided to the press. They should be cleared at a minimum as noted below. They are due to the EAP Deputy Coordinators COB Friday, February 18 and S/S-S COB Tuesday, February 22.

(1) EAP EB

(2) DoD

#### II. ADDITIONAL ITEMS

A. Statements: EAP should prepare draft public remarks as noted below. They should be cleared at a minimum by P and others as appropriate. Cleared texts should be forwarded to

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the speechwriting unit (PA/S) by COB Wednesday, February 23. Final drafts are due to S/S-S by COB Friday, February 25.

1. Arrival statement for use on arrival in Beijing.
2. Opening press statements for use in Honolulu (at the CILHI) and in Beijing.
3. Contingency Q&As on bilateral U.S.-Chinese matters.

In addition, as noted above, EAP should draft separate statements for use with U.S. businessmen in Canberra and Beijing. They should be cleared with P, E and EB at a minimum. Cleared texts should be forwarded to the speechwriting unit (PA/S) by COB Wednesday, February 23. Final drafts are due to S/S-S by COB Friday, February 25.

B. Biographic Material: EAP should provide the S/S-S Action Officer by February 18 with a list of names of those Chinese officials that the Secretary is likely to meet. In addition, EAP should provide bios for Ambassador Roy, Admiral Larsen, and General Needham.

### III. LINKING

The Deputy Coordinators and the EAP staff assistants are responsible for ensuring that all papers are linked in the SSSEAP library before they are sent to S/S-S. All drafting offices are responsible for E-mailing final documents to the EAP staff assistants. When creating the documents, drafters should assign standardized titles as follows: "China: Scope Paper," "Honolulu:Larsen BM," etc. This makes it easier to consolidate the package in EAP or S/S-S and make last minute changes or additions.

Thanks for your cooperation.

  
Marc Grossman  
Executive Secretary

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